

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

March 29, 2007

SUBJECT: TRAINING EVALUATION AND MANAGEMENT SYSTEM - REVISED

PURPOSE: This Order revises Special Order No. 20 dated June 27, 2006, which identified Records and Identification Division (R&I) as the entity responsible for the data entry/maintenance of Arrest/Investigative Reports into the Training Evaluation and Management System (TEAMS). This Order delineates the revised guidelines for correcting Arrest/Investigative Reports Data.

PROCEDURE: The Department entity responsible for entering corrections to the TEAMS report involving Arrest/Investigative Reports should be, the Area Records Unit serving the employee's command. Additionally, Specialized Units who process reports through Specialized Reports Distribution Unit (SRDU), R&I should forward their requests for corrections to SRDU.

All other text in Special Order No. 20 shall remain unchanged.

AMENDMENTS: This Order amends Department Manual Sections 1/668.08 and 3/791.10.

AUDIT RESPONSIBILITY: The Commanding Officer, Risk Management Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

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